

<i>SERFF Tracking Number:</i>	<i>AGDE-126199987</i>	<i>State:</i>	<i>Arkansas</i>
<i>Filing Company:</i>	<i>National Union Fire Insurance Company of Pittsburgh, PA</i>	<i>State Tracking Number:</i>	<i>42723</i>
<i>Company Tracking Number:</i>	<i>N20000</i>		
<i>TOI:</i>	<i>H14G Group Health - Hospital Indemnity</i>	<i>Sub-TOI:</i>	<i>H14G.000 Health - Hospital Indemnity</i>
<i>Product Name:</i>	<i>@Work</i>		
<i>Project Name/Number:</i>	<i>National Dental Association/N20000</i>		

Filing at a Glance

Company: National Union Fire Insurance Company of Pittsburgh, PA		
Product Name: @Work	SERFF Tr Num: AGDE-126199987	State: ArkansasLH
TOI: H14G Group Health - Hospital Indemnity	SERFF Status: Closed	State Tr Num: 42723
Sub-TOI: H14G.000 Health - Hospital Indemnity	Co Tr Num: N20000	State Status: Approved-Closed
Filing Type: Form	Co Status:	Reviewer(s): Rosalind Minor
	Authors: Mike McGarrity, Wanda Floyd	Disposition Date: 06/23/2009
	Date Submitted: 06/22/2009	Disposition Status: Approved- Closed
Implementation Date Requested: On Approval		Implementation Date:
State Filing Description:		

General Information

Project Name: National Dental Association	Status of Filing in Domicile: Not Filed
Project Number: N20000	Date Approved in Domicile:
Requested Filing Mode: Review & Approval	Domicile Status Comments: Group was not filed in PA
Explanation for Combination/Other:	Market Type: Group
Submission Type: New Submission	Group Market Size: Small and Large
Overall Rate Impact:	Group Market Type: Association
Filing Status Changed: 06/24/2009	Explanation for Other Group Market Type:
	State Status Changed: 06/24/2009
Deemer Date:	Corresponding Filing Tracking Number: N20000
Filing Description:	
Re: National Union Fire Insurance Company of Pittsburgh, Pa.	
NAIC # 012-19445, FEIN 25-0687550	
Forms N20000 et al., approved by your Department on August 25, 2005 (subsequent enhancements approved January 31, 2006 and June 19, 2007)	

<i>SERFF Tracking Number:</i>	<i>AGDE-126199987</i>	<i>State:</i>	<i>Arkansas</i>
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Request for Association Approval of National Dental Association

Dear Commissioner

National Union Fire Insurance Company of Pittsburgh, Pa. requests your approval to issue our Group Accident and Sickness Indemnity Insurance program N20000 et al to National Dental Association, 3517 16th Street, NW Washington, DC 20010, to insure employees of member Dental Practices.

Enclosed are the Constitution and By-Laws of the National Dental Association. Their website is:
<http://www.ndaonline.org/>.

Also enclosed is a supporting attachment (NDA History), downloaded from that website

At this time, we also request your approval to issue other Arkansas approved Accident & Health products to the National Dental Association.

Should you have any questions regarding this filing, please feel free to contact me.

Company and Contact

Filing Contact Information

Mike McGarrity, Director of Products	mike.mcgarritty@aig.com
600 King Street	(800) 225-5244 [Phone]
Wilmington, DE 19801	(302) 594-4810[FAX]

Filing Company Information

National Union Fire Insurance Company of Pittsburgh, PA	CoCode: 19445	State of Domicile: Pennsylvania
70 Pine Street	Group Code: 12	Company Type:
New York, NY 10270	Group Name: AIG	State ID Number:
(212) 770-7000 ext. [Phone]	FEIN Number: 25-0687550	

<i>SERFF Tracking Number:</i>	<i>AGDE-126199987</i>	<i>State:</i>	<i>Arkansas</i>
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<i>Product Name:</i>	<i>@Work</i>		
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SERFF Tracking Number: AGDE-126199987 State: Arkansas
Filing Company: National Union Fire Insurance Company of State Tracking Number: 42723
Pittsburgh, PA
Company Tracking Number: N20000
TOI: H14G Group Health - Hospital Indemnity Sub-TOI: H14G.000 Health - Hospital Indemnity
Product Name: @Work
Project Name/Number: National Dental Association/N20000

Filing Fees

Fee Required? No
Retaliatory? No
Fee Explanation:
Per Company: No

COMPANY	AMOUNT	DATE PROCESSED	TRANSACTION #
National Union Fire Insurance Company of Pittsburgh, PA	\$0.00	06/22/2009	

SERFF Tracking Number:	AGDE-126199987	State:	Arkansas
Filing Company:	National Union Fire Insurance Company of Pittsburgh, PA	State Tracking Number:	42723
Company Tracking Number:	N20000		
TOI:	H14G Group Health - Hospital Indemnity	Sub-TOI:	H14G.000 Health - Hospital Indemnity
Product Name:	@Work		
Project Name/Number:	National Dental Association/N20000		

Correspondence Summary

Dispositions

Status	Created By	Created On	Date Submitted
Approved-Closed	Rosalind Minor	06/24/2009	06/24/2009
Approved-Closed	Rosalind Minor	06/23/2009	06/23/2009

Filing Notes

Subject	Note Type	Created By	Created On	Date Submitted
Dear Ms. Minor	Note To Reviewer	Mike McGarrity	06/24/2009	06/24/2009

<i>SERFF Tracking Number:</i>	<i>AGDE-126199987</i>	<i>State:</i>	<i>Arkansas</i>
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Disposition

Disposition Date: 06/23/2009

Implementation Date:

Status: Approved-Closed

Comment:

Rate data does NOT apply to filing.

SERFF Tracking Number: AGDE-126199987 State: Arkansas

Filing Company: National Union Fire Insurance Company of Pittsburgh, PA State Tracking Number: 42723

Company Tracking Number: N20000

TOI: H14G Group Health - Hospital Indemnity Sub-TOI: H14G.000 Health - Hospital Indemnity

Product Name: @Work

Project Name/Number: National Dental Association/N20000

Item Type	Item Name	Item Status	Public Access
Supporting Document	Flesch Certification	Approved-Closed	Yes
Supporting Document	Application	Approved-Closed	Yes
Supporting Document	Filing Letter	Approved-Closed	Yes
Supporting Document	NDA Constitution	Approved-Closed	Yes
Supporting Document	NDA By-Laws	Approved-Closed	Yes
Supporting Document	NDA History	Approved-Closed	Yes

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Disposition

Disposition Date: 06/23/2009

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Comment:

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Supporting Document	NDA By-Laws	Approved-Closed	Yes
Supporting Document	NDA History	Approved-Closed	Yes

SERFF Tracking Number: AGDE-126199987 *State:* Arkansas
Filing Company: National Union Fire Insurance Company of *State Tracking Number:* 42723
Pittsburgh, PA
Company Tracking Number: N20000
TOI: H14G Group Health - Hospital Indemnity *Sub-TOI:* H14G.000 Health - Hospital Indemnity
Product Name: @Work
Project Name/Number: National Dental Association/N20000

Note To Reviewer

Created By:

Mike McGarrity on 06/24/2009 10:15 AM

Last Edited By:

Mike McGarrity

Submitted On:

06/24/2009 10:15 AM

Subject:

Dear Ms. Minor

Comments:

Although the disposition for this filing indicates that it has been "Approved", the Disposition form itself has "Disapproved" indicated under the Item Status for each of the Schedule Items.

Is this as it should be? Should this concen us?

Please let us know - thank you

Mike McGarrity

<i>SERFF Tracking Number:</i>	<i>AGDE-126199987</i>	<i>State:</i>	<i>Arkansas</i>
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<i>Product Name:</i>	<i>@Work</i>		
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Rate Information

Rate data does NOT apply to filing.

SERFF Tracking Number:	AGDE-126199987	State:	Arkansas
Filing Company:	National Union Fire Insurance Company of Pittsburgh, PA	State Tracking Number:	42723
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TOI:	H14G Group Health - Hospital Indemnity	Sub-TOI:	H14G.000 Health - Hospital Indemnity
Product Name:	@Work		
Project Name/Number:	National Dental Association/N20000		

Supporting Document Schedules

Bypassed -Name:	Flesch Certification	Review Status:	
Bypass Reason:	N/A - This is not a product filing	Approved-Closed	06/24/2009
Comments:			

Bypassed -Name:	Application	Review Status:	
Bypass Reason:	N/A - This is not a product filing	Approved-Closed	06/24/2009
Comments:			

Satisfied -Name:	Filing Letter	Review Status:	
Comments:		Approved-Closed	06/24/2009
Attachment:			
Filing Letter.pdf			

Satisfied -Name:	NDA Constitution	Review Status:	
Comments:		Approved-Closed	06/24/2009
Attachment:			
NDA Constitution.pdf			

Satisfied -Name:	NDA By-Laws	Review Status:	
Comments:		Approved-Closed	06/24/2009
Attachment:			
NDA By-Laws.pdf			

Satisfied -Name:	NDA History	Review Status:	
Comments:		Approved-Closed	06/24/2009

<i>SERFF Tracking Number:</i>	<i>AGDE-126199987</i>	<i>State:</i>	<i>Arkansas</i>
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<i>Project Name/Number:</i>	<i>National Dental Association/N20000</i>		

Attachment:

NDA History.PDF

AIU Holdings, Inc.

NATIONAL UNION FIRE INSURANCE
COMPANY OF PITTSBURGH, PA.

Administrative Offices:

A&H Regulatory Affairs Department
Mailstop: PDV1
P.O. Box 667
Wilmington, DE 19899-9853

June 22, 2009

Jay Bradford
Commissioner of Insurance
Arkansas Insurance Department
Life & Health Division
1200 W 3RD ST
Little Rock AR 72201-1904

Re: National Union Fire Insurance Company of Pittsburgh, Pa.

NAIC # 012-19445, FEIN 25-0687550

Forms N20000 et al., approved by your Department on August 25, 2005 (subsequent enhancements approved January 31, 2006 and June 19, 2007)

Request for Association Approval of National Dental Association

Dear Commissioner

National Union Fire Insurance Company of Pittsburgh, Pa. requests your approval to issue our Group Accident and Sickness Indemnity Insurance program N20000 et al to National Dental Association, 3517 16th Street, NW Washington, DC 20010, to insure employees of member Dental Practices.

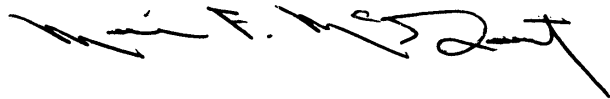
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Also enclosed is a supporting attachment (NDA History), downloaded from that website

At this time, we also request your approval to issue other Arkansas approved Accident & Health products to the National Dental Association.

Should you have any questions regarding this filing, please feel free to contact me.

Very truly yours,



Michael F. McGarrity
Director of Products
Commercial Insurance - Law Department
Domestic Accident & Health Division
A&H Regulatory Affairs Unit
AIU Holdings, Inc.
Phone: 800-225-5244, ext. 2730
Fax: 302-594-4810; e-mail: mike.mcgarritty@aiuholdings.com

CONSTITUTION OF THE NATIONAL DENTAL ASSOCIATION

ARTICLE I

NAME

The Name of this organization shall be the National Dental Association, hereinafter referred to as "the Association" or "this Association."

ARTICLE II

OBJECTIVES

The objectives of this Association shall be:

1. To promote the art and science of dentistry.
2. To raise the standards of the dental professional and of dental education.
3. To stimulate favorable relations and good fellowship among dentists and also between dentists and other health professions.
4. To nurture the growth and diffusion of dental knowledge.
5. To work for the improvement of the health of the community we serve.
6. To work persistently for the elimination of religious and racial discrimination, and segregation from American dental institutions, clinics and organizations.

ARTICLE III

ORGANIZATION

- Section 1. Incorporation: This Association is a nonprofit corporation organized under the laws of Virginia. If this corporation shall be dissolved at any time, no part of its funds or property shall be distributed to, or among, its members, but after payment of all indebtedness of the corporation, its surplus funds and properties shall be used for dental education and/or dental research in *such* manner as the governing body of the Association may determine.
- Section 2. National Office: The principal office of Association shall be known as the National Office and shall be located in Washington, D.C.
- Section 3. Membership: The membership of this Association shall consist of dentists and other persons whose qualifications and classification shall be established in Chapter I of the I laws.
- Section 4. Constituent or State Societies:
- A. Dental societies, one from each state or territory and the District of Columbia of the United States, chartered as such and , affiliated with the National Dental Association in conformity with Chapter II of I by-laws.
 - B. Dental sections of allied state or territorial medical, dental and pharmaceutical societies located in

states or territory where no dental society has been chartered by and is affiliated with the National Dental Association. Dental sections of allied state or territorial medical, dental and pharmaceutical societies if chartered and affiliated with the National Dental Association must conform to Chapter III the by-laws.

Section 5. Component or Local Societies:

- A. Members of the Association located in the corporate limits of a city, town or county in a state or territory of the United States or in the District of Columbia, chartered as such by the National Dental Association. More than two chartered local societies shall not be allowed in any city, town or county.
- B. Members of the Association of two or more cities, towns or counties in a state or territory of the United States may combine to form a chartered component society.
- C. Members of the Association in two or more cities, towns or counties within reasonable commuting distance of each other and in adjoining states where no local or state societies have been chartered by the National Dental Association, may combine to form a chartered component society of the Association.

Section 6. Districts: The constituent and component societies of this Association shall be grouped into six (6) districts, as provided in Chapter IV of the by-laws.

ARTICLE IV

GOVERNMENT

Section 1. Legislative Body: The legislative and governing body of this Association shall be the House of Delegates, which may be referred to as "the House" or "this House" as provided in Chapter V of the by-laws.

Section 2. Administrative Body: The administrative body of this Association shall be the Board of Trustees, which may be referred to as "the Board" or "this Board," as provided in Chapter VI of the by-laws.

Section 3. Executive Committee: The Executive Committee shall act as an interim Administrative Body, with authorities and duties delegated to it by the Board of Trustees.

ARTICLE IV
OFFICERS

Section 1. Elective Officers:

The elective officers of this Association shall be:

President
President-elect
Vice-President
Secretary
Assistant Secretary
Treasurer
Assistant Treasurer
Speaker of the House of Delegates
Vice-Speaker of the House of Delegates

Section 2. Appointive Officers: The appointive officers of this Association shall be:

Editor
Director of Exhibits
Director of Publicity
Convention Chairman
Parliamentarian

ARTICLE VI
ANNUAL CONVENTION

Section 1. Sponsorship and Control: The annual convention shall be under the sponsorship and control of the Association through the Board Trustees and as approved by the House of Delegates. The House of Delegates shall meet a scientific sessions shall be held. There may be one or more public meetings held at each annual convention.

Section 2. Location Selection Process: A constituent component society desiring the National Dental Association to convene within its geographic area, shall submit its invitation in writing to the Board of Trustees at least one year in advance of the annual convention at which the selection is to be made, together with such data as may be required.

The Board of Trustees shall investigate or cause to be investigated all locations designated in such invitations and shall report in findings together with its recommendations to the House of Delegates. The time and location of any annual convention may be change for cause by the Board of Trustees, not less than three months prior to the selection dates for that convention.

Selections of the annual convention time and location shall be made at least three years or more in advance.

If no invitations in writing are received from constituent or component societies to hold the annual convention in their geographic areas the Board of Trustees, in order to keep the annual convention time and location at least three years in advance, will select a location and time.

ARTICLE VII

CODE OF ETHICS

The code of ethics of this association and the code of ethics of the constituent and component societies which are not in conflict with the code of ethics of this Association shall govern the professional conduct of all members.

ARTICLE VIII

AMENDMENTS

This constitution may be amended by two-thirds (2/3) affirmative vote of members of the House of Delegates, providing that the proposed amendments have been presented in writing at any previous session of the House of Delegates. This constitution may also be amended at any session of the House of Delegates by a unanimous vote, providing the proposed amendments have been presented in writing and read at a previous meeting of such session.

**BYLAWS OF THE
NATIONAL DENTAL ASSOCIATION
(Revised July 25, 2008)**

CHAPTER I, MEMBERSHIP

Section 1. Classification: The members of this Association shall be classified as follows:

Active Members
Life Members
Affiliate Members
Honorary Members
Student Members
Associate Members
Retired Members
International Members
Institutional Members

Section 2. Qualifications:

Active Member A dentist licensed to practice in any one of the states, districts, territories or dependencies of the United States who is a member in good standing of one of its constituent societies and a component society, if such exists, or a dentist who is a member in good standing of this Association and who is licensed to practice in a territory or a dependency of the United States in which no component society has been chartered, or a dentist who is a member in good standing of this Association and who is a member of a federal dental service, shall be classified as an active member of this Association directly due to the non-existence of a constituent or component society in the state and in good standing, shall be classified as an active member. All officers of component and constituent societies must be Active members of the National Dental Association at the time of their election and throughout their term of office.

Life Member An active member in good standing for thirty (30) consecutive years having attained the age of sixty-two (62) years, may be classified as a life member upon application to the Board of Trustees not later than June 30th in any year, and upon election by the House of Delegates in the same year. Such applicant shall be an active member in good standing at the time of his election to life membership. Maintenance of membership in good standing in his constituent and/or his component societies, if such exist, shall be required for continuance of life membership in this Association. An active member may pay back dues for a maximum of five (5) years to correct any gaps in the required thirty (30) consecutive years.

Grandfather Clause: The status of members who were eligible for life membership prior to 1998 before changes to these Bylaws and those who achieved life membership prior to 1998 shall not be changed.

Affiliate Member. An ethical dentist in any country other than the United States who is a member of a recognized dental organization in such country may file with the

Membership Committee of this Association an application for affiliate membership which shall be acted upon by the Committee subject to review by the Board of Trustees. If elected and on payment of dues as provided in Chapter XVI, Section 1 of these Bylaws, he shall be classified as an affiliate member of this Association.

Honorary Member An individual who has made outstanding contributions to the advancement of the art and science of dentistry and has been elected by the House of Delegates on the nomination of the Board of Trustees shall be classified as an honorary member of this Association.

Student Member Any undergraduate in an accredited dental school and any dentist with required membership qualifications who is engaged full time in advanced training courses, internship, residency, graduate work or research in accredited schools and hospitals, on the payment of dues as provided in Chapter XVI of these bylaws, shall be classified as a student member of this Association. In order to become an active member, a student member shall comply with Chapter 1, Section 2 of these Bylaws.

Associate Member A member of an allied profession who contributes to the advancement of dentistry may be classified as an associate member. Recommendations for associate membership shall be made by the Board of Trustees and acted upon by the House of Delegates.

Retired Member An active member in good standing who has been granted retired membership status by a component/constituent society, and who no longer earns income from the performance of service as a member of the faculty of a dental school, or as a dental administrator or consultant, or as a practitioner of any activity for which a license to practice dentistry is required by a state, may be classified as a retired member upon application to the executive director and upon proof of qualifications.

International Member An International Member shall be a licensed dentist in their country, which is not a United States territory or dependency, and shall be classified as an active member. The dues for an international member shall be governed by Chapter XVI of these bylaws.

Institutional Members. Institutional members will be those institutions primarily related to education and research that have chosen to be supportive of the National Dental Association by official affiliation. The dues for an Institutional Member shall be governed by Chapter XVI of these bylaws.

Section 3. In Good Standing: A member of this Association who is not under final sentence of expulsion and whose dues for the current year have been paid shall be considered a member in good standing

Dues are to be paid by December 31st for the following year. The number of fully paid members of the NDA who have paid their component or constituent society members, when applicable, as of December 31st shall be the number used to determine the number of eligible delegates to the House of Delegates.

Any member who was in good standing the previous year and has not paid their NDA dues by December 31st shall have a grace period ending March 31st of the next year to remain in good standing.

An active member whose dues for the current year have not been paid by March 31, of that year shall cease to be a member of the Association. Reinstatement of membership may be secured on the payment of dues of this Association in accordance with Chapter XVI, and on compliance with the pertinent Bylaws and regulations of Section IV of the constituent and component society involved.

A member of this Association who has been relieved of dues and other assessments by his constituent and component societies due to prolonged illness or other incapacitation shall be considered in good standing in the Association during such period of relief.

A member may affiliate with more than one Constituent or Component Society, but can only be counted once for the purpose of representation of the Component or Constituent Society of their choice to the House of Delegates. They must declare the society of affiliation that they choose for inclusion in that chosen society's numbers.

Section 4. Privileges:

1. Active Member:

- A. An Active Member in good standing shall receive annual certification of membership and the *NDA Journal*, the subscription price which shall be included in the annual dues. He shall be entitled to admission to any scientific session of this Association and to such other services as are provided by the Association.
- B. An active member in good standing shall be eligible for election as delegate or alternate delegate to the House of Delegates and for election or appointment to any office, committee, Board or similar position in the Association, except as otherwise hereinafter provided.

2. Life Member. A life member in good standing shall receive a certificate of life membership. He shall be entitled to all the privileges of an active member, except that he shall not receive *the NDA Journal*, unless by subscription.

3. An Affiliate Member. An affiliate member in good standing shall receive annual certification of affiliate membership and the *NDA Journal*, the subscription price which shall be included in his annual dues. He shall be entitled to admission to any scientific session of this Association and to such

services as are provided by the Association.

4. Student Member. A student in good standing shall receive annual certification of student membership and the *NDA Journal*, the subscription rate of which shall be included in his annual dues. He shall be entitled to admission to any scientific session of this Association.
5. Honorary Member. An honorary member shall receive a certificate of honorary membership and the *NDA Journal*. He shall be entitled to admission to any scientific session of this Association and to such other services as are provided by the Association.
6. Associate Member. An associate member in good standing shall receive certification of associate membership annually and a subscription to the *NDA Journal*. The cost for the Journal subscription shall be included in the annual dues paid. He shall be entitled to admission to any scientific session of this Association and to such other services as are provided by the Association.

Section 5. Professional Conduct: The professional conduct of every member of this Association shall be governed by the Code of Ethics of this Association and by the code of ethics of the constituent and component society within whose jurisdiction he practices.

Section 6. Right of Hearing: A member who is charged (1) with having been found guilty of a felony, (2) with having been found guilty of violating the dental practice act of a state, district, territory, dependency or country or (3) with violating these Bylaws, the Code of Ethics of this Association, the code of ethics of his constituent or component society, shall have the right of a hearing before the society preferring charges.

Section 7. Right of Appeal: An accused member shall have the right to appeal from a decision of his constituent or component society or Association by filing an appeal in Affidavit form with the chairman of the Board of Trustees. A decision of the Board of Trustees may be appealed to the House of Delegates by filing an appeal in affidavit form with the Speaker of the House of Delegates. An appeal from any decision shall not be filed unless valid within ninety (90) days after such decision has been rendered. No decision shall become final while an appeal there from is pending.

CHAPTER II, COMPONENT (LOCAL) SOCIETIES

Section 1. Organizations: A component society may be organized and chartered, subject to the approval of the House of Delegates, upon the application of at least seven (7) dentists in any city, town, or county in a state, district, territory, or dependency of the United States, who are active or life members in good standing of this Association. No such society shall be chartered in any city, town, or county in a state, district, territory, dependency of the United States in which a component society is already chartered by this Association and affiliated therewith.

Section 2. Name: A component society shall take its name from the city and/or cities, district, county or counties, territory or dependence within which it is chartered. It may also take the name of a deceased member of the Association in his honor or from a name associated with its state.

Section 3. Authorities and Duties:

1. A component society shall have the authority to elect its members and to elect its fully privileged members as active members of this Association within the limits imposed by Section 4 of this Chapter.
2. It shall have the authority to provide for its financial support, and to make laws; rules and regulations to govern its members provided such laws, rules and regulations do not conflict with these Bylaws.
3. It shall have the authority to discipline its members by censure, probation, suspension or expulsion of having been found guilty of a felony, for having been found guilty of violation of the dental practice act of any state, district, territory, or dependency, and for violation of these Bylaws, the Code of Ethics of this Association or the code of ethics adopted by the constituent or component society of which he is a member, subject to provisions in Chapter I, Section 5, 6 and 7 of these Bylaws.
4. It shall collect membership dues for this Association in conformity with Chapter XVI, Section 1, of these Bylaws.
5. It shall have the authority to establish a relief fund for the benefit of the members. Such members, if in good standing with the Association, shall be exempted from Association dues and assessments during such period of relief.

Section 4. Membership:

1. The fully privileged membership, except as otherwise provided in these Bylaws, of each component society shall be limited to a dentist within the territorial jurisdiction of such component society or to dentists in a federal dental service, provided that such dentists are in good standing in a component or constituent society, if such exists, and provided that they are active or life members in good standing of this Association.
2. Relocation from One Jurisdiction to Another: A member who has relocated his practice from the jurisdiction of one constituent or component society to that of another component society may, in order to remain in good standing in the Association, maintain his active membership in the component society in which he was a member for the calendar year following that of his relocation from the jurisdiction of that society.

Section 5. Officers: The officers of a component society shall be president, secretary, treasurer and such others as may be designated in its Constitution and Bylaws.

Section 6. Sessions: A component society shall hold a business session at least once each calendar year. A component society may hold scientific sessions if it wishes but such sessions must not be held at the same time as the Annual Convention of this Association.

Section 7. Code of Ethics: The Code of Ethics of this Association and the code of ethics adopted by the component or constituent society shall be the code of ethics of that society for governing the professional conduct of its members.

Section 8. Constitution and Bylaws: Each component society shall adopt and maintain a constitution and bylaws, which shall not be in conflict with the Constitution and Bylaws of this Association and shall file a copy thereof and any changes, which may be made thereafter with the Executive Director.

Section 9. Right of Hearing and Appeal: Disputes arising between component societies or within a component society may be referred to the Board of Trustees of this Association for hearing and decision as provided in Chapter IX, Section 3 (K). Appeals from decisions of the Board of Trustees may be taken to the House of Delegates, whose decisions shall be final.

Section 10. Privilege of Representation: Each component society shall be entitled to one delegate when it is in the jurisdiction of a Constituent Society. If there is no Constituent Society, a Component Society is entitled to an additional delegate at 15 active or life members, then an additional delegate for every ten (10) active or life members thereafter.

Each component society may select from among its fully privileged members the same number of alternate delegates as delegates. An alternate delegate may act in the absence of a delegate at any meeting of this House of Delegates. Each component society shall have the privilege to determine the alternate delegate who shall be substituted for an absent delegate from the component society.

For the purpose of carrying out the provisions of this section, the number of fully privileged members of each component society shall be determined at the close of the calendar year preceding the annual session.

Section 11. Chartered Component Societies: The Executive Director is authorized to issue a charter, in a form approved by the Board of Trustees, to each component society denoting its name and territorial jurisdiction.

CHAPTER III, CONSTITUENT (STATE OR SECTIONAL) SOCIETIES

Section 1. Organization: Constituent societies may be organized and chartered in conformity with a plan presented by the Trustees of its district and approved by the House of Delegates of which they shall be recognized entities provided, however, that the full privileged members of each constituent society shall consist of dentists who are members in good standing of their respective component societies, if any exists, and of this Association. Each constituent society shall adopt and maintain a Constitution

and Bylaws, which shall not be in conflict with the Constitution and Bylaws of this Association, and shall file a copy thereof and any changes that may be made thereafter with the Executive Director.

Section 2. Privileges of Representation: Each constituent society shall be entitled to one delegate and is entitled to an additional delegate at 15 active or life members, then an additional delegate for every ten (10) active or life members thereafter.

Section 3 Authority and Duties:

1. A constituent society shall have the Authority to elect its members and to elect its fully privileged members as fully privileged members of the Association, within the limits imposed by Chapter III, Section 4, of these Bylaws.
2. It shall have the authority to make Laws, rules and regulations, not in conflict with the Bylaws of this Association; to adopt a code of ethics, not in conflict with the Code of Ethics of this Association; to govern the professional conduct of its members; and to provide for its financial support.
3. It shall have the authority to discipline any of its members by censure, probation, suspension or expulsion for having been found guilty of a felony, for having been found guilty of violating the dental practice act of a state, district, territory or dependency; for violating these Bylaws or the Code of Ethics of this Association subject to the provisions in Chapter I, Section 5, 6 and 7 of these Bylaws.
4. It shall have the Authority to establish a relief fund for the benefit of members within its state. Such members, if in good standing with the Association, shall be exempted from Association dues and assessments during such period of relief.

CHAPTER IV, DISTRICTS

Section 1. Organization: The constituent and societies shall be grouped into six (6) districts designated by the number 1 to 6, respectively.

Section 2. Purpose: The purpose of the districts is to provide for the representation of the members of the constituent and component societies on the Board of Trustees.

Section 3. Composition: The districts are numbered and composed of the following states, territories and the District of Columbia.

District 1:

Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont

District 2:

Illinois, Indiana, Kentucky, Michigan, Minnesota, North Dakota, South Dakota, Ohio, Wisconsin

District 3:

District of Columbia, Maryland, North Carolina, South Carolina, Virginia, West Virginia

District 4:

Alabama, Canal Zone, Florida, Georgia, Louisiana, Mississippi, Puerto Rico, Tennessee, Virgin Islands

District 5:

Arkansas, Iowa, Kansas, Missouri, Nebraska, Oklahoma, Texas

District 6:

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, Pacific Islands (Guam, etc.)

CHAPTER V, ELECTIVE OFFICERS

Section 1. Number and Title: The elective officers of this Association shall be nine (9) in number. President, President-Elect, Vice-President, Speaker of the House of Delegates, Vice Speaker of the House of Delegates, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.

Section 2. Eligibility: Only an active or life member, in good standing of this Association, shall be eligible to serve as an elective officer.

Section 3. Nomination: At the Mid-Winter Meeting of the House of Delegates, nominations for the offices of President-Elect, Vice-President, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer, Speaker of the House of Delegates and Vice-Speaker of the House of Delegates shall be made as provided in Chapter VI, Section 12F. Nominating speeches shall not exceed three (3) minutes in length. Seconding speeches for any nominee shall be limited to one (1) minute in length and two (2) in number.

Section 4. Elections: The elective officers shall be elected in accordance with Chapter XII.

Section 5. Tenure of Office: The elective officers shall serve for a term of one (1) year or until their successors are elected and installed. The term begins January 1 and ends December 31 of the following year.

Section 6. Installation: The elective officers shall be installed at the last calendar year meeting of the Board of Trustees. The President-Elect shall be installed as President at the final Board of Trustees meeting of the following calendar year.

Section 7. Vacancies: In the event the office of President becomes vacant, the President-Elect shall become Acting-President for the unexpired portion of the term.

In the event the office of President-Elect becomes vacant, the Vice-President shall become the President-Elect for the unexpired portion of the term.

A vacancy of the office of Vice-President, Speaker, or Vice-Speaker shall be filled by a majority vote of the Board of Trustees.

In the event the office of President-Elect becomes vacant, the office of President for the ensuing year shall be filled at the next annual session of the House in the same manner as that provided for the nomination and election of elective officers, except that the ballot shall read "President for the Ensuing Year." Filling a vacant office for any reason does not prohibit that officer from candidacy for the office formerly held.

Vacancies of all other Elective Officers that are not otherwise provided for within

these Bylaws shall be filled by a majority vote of the Board of Trustees.

Section 8. Duties:

1. President. It shall be the duty of the President to:

- A. Serve as an official representative of this Association in contact with governmental, civic, business and professional organizations for the purpose of advancing the objectives and policies of this Association.
- B. Serve as a member of the Board of Trustees and to perform such duties as are provided in Chapters V and VI of these Bylaws.
- C. Preside at the general meetings of the annual scientific session and to deliver an address at the opening general meeting of such sessions on such matters as he may deem important to the public and the dental profession.
- D. Call special sessions of the House of Delegates and the Board of Trustees as provided in Chapters V and VI of these Bylaws.
- E. Appoint the members of all committees not appointed by the House of Delegates or Board unless otherwise provided by these Bylaws.
- F. Fill any vacancies in the office of trustees as provided in Chapter VI, Section 6, of these Bylaws and to fill any vacancies not provided for in these Bylaws.
- G. Submit a written report of the activities of his office to the House of Delegates.
- H. Deliver an annual address before opening meeting of the House of Delegates on the State of the Association.
- I. Be one of three signatories on all accounts of the Association.
- J. Preside at the public meetings of annual convention
- K. Perform such other duties as may be provided in these Bylaws.

2. President-Elect. It shall be the duty of the President-Elect to:

- A. Assist the President as requested.
- B. Serve on the Board of Trustees.
- C. Succeed to the office of President without other election at the next annual session of the House of Delegates following his election as President-Elect.
- D. The President-Elect shall have served at least three years in a leadership position prior to the nomination for the office.

3. Vice-President. It shall be the duty of the Vice-President to:

- A. Assist the President as requested.
- B. Serve as a member of the Board of Trustees.
- C. Succeed to the office of Acting President or President Elect in the event of vacancy in any such office as provided in this chapter by these Bylaws.
- D. The Vice-President shall have served at least three years in a leadership position prior to the nomination for the office.

4. Treasurer. It shall be the duty of the Treasurer to:

- A. Serve as custodian of all monies, securities and deeds belonging to the Association which may come into his possession and he shall hold, invest and disburse same, subject to the direction of the House of Delegates or these

- Bylaws. He may be re-elected.
- B.** Serve on the Board of Trustees.
- C.** Serve as Chairman of the Budget Committee.
- D.** Be one of three signatories on all accounts of the Association.

- 5. Speaker-of-the-House of Delegates.** The speaker shall preside at meetings of the House of Delegates and shall perform such duties as the custom and parliamentary usage require. He shall have the right to vote only when his vote shall be the deciding vote.
- 6. Vice-Speaker of the House of Delegates.** The Vice Speaker of the House of Delegates shall assist the Speaker in the performance of his duties and preside in his absence. The Vice-Speaker of the House shall serve as an ex-officio member of the Board of Trustees without the right to vote.
- 7. Secretary.** The Secretary shall serve on the Board of Trustees and shall keep accurate records of the business of the Board of Trustees.
- 8. Assistant Secretary.** The assistant secretary shall assist the secretary as requested. The Assistant Secretary shall keep accurate records of the business of the House of Delegates. The Assistant Secretary shall not be a member of the Executive Committee.
- 9. Assistant Treasurer.** The assistant treasurer shall assist the treasurer as requested. The Assistant Treasurer shall not be a member of the Executive Committee.

CHAPTER VI, HOUSE OF DELEGATES

- Section 1. Composition:** The House of Delegates shall be composed of the officially certified delegates. Each Delegate is entitled to one vote.

Delegates-at-large shall be considered those active or a life member of the Association residing in states where there are no chartered and affiliated constituent societies, or chartered and affiliated component societies.

When present at a meeting of the House of Delegates, such members may cast one vote. Not more than two (2) delegates-at-large shall be certified from his state. The right of representation as a delegate-at-large, from the individual states involved, shall be decided by lot in the presence of the Secretary of the Association before its first meeting. The selected delegate-at-large shall have no alternate delegates.

Additionally one member from NDAF, ANDA, NDHA, NDAA, and SNDA shall be elected, by each organization, to serve in the House of Delegates for a one (1) year period. Each of these designees will have one vote.

- Section 2. Term:** Delegates shall be elected by their respective component or constituent societies or associations for a one (1) year term. There shall be no limit to the number of elected terms.

Section 3. Certification of Delegates, Delegates-at-Large and Alternate Delegates:

Each constituent and component society must be in good standing by March 31st each year in order to register delegates for certification at the Annual Convention. Failure to comply will jeopardize the certification process for the society.

The Secretary of each constituent and component society shall file with the Secretary of this Association the names of delegates and alternate delegates duly selected by their society no later than March 31st each year. Each Delegate and Alternate-Delegate must be in Good Standing with the NDA and the society.

Certification for the Annual Convention of the previous year will remain in effect through the Mid-Winter Meeting of the following year. Any changes to delegates between the Annual Convention and the Mid-Winter Meeting must be reported no later than October 30th.

In the event of a contest over the credentials of any delegate or alternate delegate, the Committee on Credentials shall hold a hearing and report its findings and recommendations to the House of Delegates for final action. A delegate may represent both constituent and component societies, but will only be allowed one vote.

Delegates-at-large are not required to register in advance of the Annual Convention. They will be certified by the Secretary of the Association as provided in Chapter VI, Section 1.

Section 4. Authorities:

1. The House of Delegates shall determine the position of this Association regarding the practice and science of dentistry.
2. It shall be the legislative authority of the Association.
3. It shall have the authority to enact, amend and repeal the Constitution and Bylaws of the Association.
4. It shall have the authority to adopt and amend the Code of Ethics for governing the professional conduct of the members of the Association.
5. It shall have the authority to grant, amend or revoke charters of constituent or component societies.
6. It shall have the authority to elect life, honorary and associate members of the Association.
7. It shall have the authority to create special committees of the Association.
8. It shall have the authority to approve all memorials, resolutions or opinions adopted as a position in the name of the National Dental Association.

Section 5. Duties: It shall be the duty of the House of Delegates to:

1. Elect the elective officers.
2. Adopt an annual budget.
3. Serve as the court of appeal from decisions of the Board of Trustee when it sits as the Committee on Ethics.

Section 6. Delegation of Authorities and Duties of The House of Delegates: The duties of the House of Delegates referred to in Section 4 and 5 of this Chapter, except the power to amend, enact and repeal the Constitution and Bylaws of this Association and duty of electing the elective officers will be assumed by the Board of Trustees of this Association between Sessions of the House of Delegates. The Delegates of the House shall be notified within thirty (30) days of actions taken.

Section 7. Bi Annual Sessions: The House of Delegates shall convene twice a year, during the Annual convention and Mid-Winter meeting of the Association. The House shall meet as directed by the Speaker of the House until adjournment sine die.

Section 8. Special Sessions: A special session of the House of Delegates shall be called and the business shall be mentioned in the call, on three-fourth (3/4) affirmative vote of the members of the Board of Trustees present and voting in regular or special session, or on written request on one-fifth (1/5) of the officially certified delegates who comprise the last House of Delegates provided, however, that such request shall be made by at least one (1) delegate each from not less than one-third (1/3), of the constituent and component societies. The time and location of any special session of the House shall be determined by the President, provided, however, that the time selected shall be not more than forth-five (45) days after the date the vote was taken or the request received.

Section 9. Annual Convention: The Executive Director of the Association shall cause to be published in the *NDA Journal* an official notice of the time and location of each annual convention, and he shall cause to be sent to each delegate and alternate delegate a copy of such notice, together with his official credentials, as soon as practicable after each such delegate and alternate delegate has been officially certified, but not less than thirty (30) days before the opening of such convention.

Section 10. Quorum:
One third (1/3) of the voting members of the House of Delegates shall constitute a quorum for the transaction of business at any meeting of any convention.

Section 11. Officers:

1. Number and Title: The officers of the House shall be the Speaker, Vice-Speaker, Assistant Secretary, and Parliamentarian. The Speaker of the House of Delegates shall be Chairman. In the absence of the Speaker, the Vice-Speaker of the House of Delegates shall fill the duties of The Speaker of the House of Delegates.

2. The Parliamentarian will be appointed at each Session by the Speaker of the House of Delegates.

Duties:

1. Speaker of the House: The Speaker of the House shall preside at all meetings of the House of Delegates, cast the deciding vote in case of a tie, appoint judges and

tellers to assist him in determining the results of any action taken by ballot and perform such other duties as custom and parliamentary usage require.

He may consult a parliamentarian when a question of order arises. The decision of the Speaker of the House shall be final unless a member of the House shall make an appeal from such decision in which case the final decision shall be by majority vote.

2. Assistant Secretary: The Assistant Secretary of the House of Delegates shall serve as the recording officer of the House and the custodian of its records. He shall cause a factual record of the proceedings to be edited and published as the official transaction of the House. He shall serve as the reading clerk of the House but may delegate an assistant to perform this duty.
3. Parliamentarian: The parliamentarian shall clarify all questions of order.

Section 12. Order of Business: Annual Sessions: Unless changed by a two-thirds (2/3) affirmative vote, the order of business for meetings of any annual session shall be as follows:

1. First Day:
 - A. Meeting called to order by the Speaker of the House
 - B. Appoint a parliamentarian
 - C. Report of Committee on Credentials
 - D. Reading of minutes of previous session
 - E. Report of officers
 - F. Report of the Board of Trustees, including presentation of Nominations
 - G. Reports of Committees, including Budget Committee
 - H. Report of reference committee
 - I. Unfinished business
 - J. New business
 - K. Candidates Forum
 - L. Recess
2. Next To Last Day:
 - A. Meeting called to order by Speaker of the House
 - B. Report of Committee on Credentials
 - C. Reading of minutes of previous meeting
 - D. Report of committees
 - E. Report of reference committees
 - F. Unfinished business
 - G. New business
 - H. Recess
3. Last Day:
 - A. Meeting called to order by Speaker of the House
 - B. Report of Committee on Credentials
 - C. Reading of minutes of previous meeting
 - D. Report of Board of Trustees

- E. Reports of reference committees
- F. Report of committees
- G. Unfinished business
- H. Announcement of results of election
- I. Adjournment

Section 13. Rules of Order, Special Sessions: The order of business for any special session of the House of Delegates shall be:

- Meeting called to order by the Speaker of the House
- Report of Committee on Credentials
- Reading of the call for special meeting
- Transaction of business as provided in the call
- Adjournment

Section 14. Rules of Order:

1. Standing Rules

- A. Reports. All reports of elective officers, committees, except supplemental reports shall be published under the direction of the Executive Director of the Association and sent to each delegate and alternate delegate at least fourteen (14) days in advance of the opening of the annual session. All supplemental reports of any such officers or agencies shall be distributed to each delegate before the House considers such reports.
- B. Introduction of New Business at Last Meeting. No new business shall be introduced into the House of Delegates at the last meeting of an annual session unless by unanimous consent of the delegates. Action on such new business shall require unanimous vote for adoption.
- C. Only members of the House of Delegates may speak on issues before the assembly unless a previous request to the Speaker of the House to speak has been granted. Delegates who were not present when an issue was first presented in a session may not revisit or speak on those issues later in the session.

2. Additional Rules.

The rules contained in *Robert's Rules of Order, Revised*, shall govern the deliberations of the House in all cases in which they are applicable and not in conflict with the standing rules of these Bylaws.

CHAPTER VII, BOARD OF TRUSTEES

Section 1. Composition: The Board of Trustees shall consist of three (3) members from each of the six (6) districts, the President, The Vice-President, the President-Elect, the Immediate Past President (Who has no right to vote), the Chairman of the Board, the Secretary and the Treasurer. These twenty-three (23) members shall constitute the voting membership of the Board. A member from NDAF, ANDA, NDHA, NDAA, and SNDA, shall be elected by that organization to serve as a liaison to the Board of Trustees for a one (1) year period. These designees will not be entitled to a vote.

Section 2. Qualifications: A trustee must be an active or life member, in good standing of this Association and a fully privileged member of one of the constituent or component societies or associations that compose the districts he is elected to represent. Should the status of any trustee change in regard to the preceding qualifications during his term of office the office shall be declared vacant and shall be filled by the Alternate Trustee or as provided in Chapter VI, Section 6, of these Bylaws.

Section 3. Term of Office:

1. Trustees shall serve for a three (3) year term
2. No trustee shall serve more than two (2) consecutive terms
3. Trustees shall be elected at a caucus of their respective districts, either during the convention or at a district meeting prior to the convention. Minutes of this caucus or meeting shall be forwarded to the Executive Director within fourteen (14) days.

Section 4. Nomination: At each annual convention, the members from each trustee district shall hold a caucus for the purpose of electing a nominee for the office of trustee. Such caucus, in each case, shall be called by the trustee whose term is about to expire, or by a delegate from the district appointed by the President of the Association if such trustee is absent. The notice of the time and place of such caucus shall be reported to the Secretary of the Association and announced to each society or association concerned at once.

At such caucus, the members shall nominate at least two candidates for the office of Trustee.

A nominating speech of two (2) minutes shall be allowed on behalf of each nominee. Seconding speeches for nominees shall be limited to one (1) minute in length and two (2) in number.

The person receiving the majority vote of the members present and voting shall be the Trustee for the district. The candidate receiving the second highest number of votes shall serve as the Alternate Trustee. The Alternate Trustee shall serve in the absence of one Trustee when he is not present at any meeting of the Board. At no time shall there be more than three votes per District during a meeting. Additionally, the Alternate shall automatically assume the position of Trustee if a vacancy arises for any reason that a given Trustee cannot fulfill the full term of their election by their District, i.e. resignation, illness, removal.

In all cases, the results of voting in the District Caucuses will be made, including the number of votes received by each nominee, and any other pertinent business shall be reported to the House of Delegates and the Board of Trustees.

Section 5. Installation: The Trustees shall be installed by the President, or someone delegated by him, as part of the official agenda at the last calendar year meeting of the Board of Trustees.

Section 6. Vacancy: In the event of a vacancy in an Alternate Trustee, the Chairman of The Board shall appoint a qualified member of a constituent or component society or association in the trustee district in which the vacancy occurs to fill the position, in consultation with the remaining two Trustees of the District, until a successor is elected at the next convention for the remainder of the unexpired term.

Section 7. Authorities:

1. The Board shall be the managing body of the Association, vested with full authority to conduct all business of the Association, subject to the laws of the state of Virginia, the Articles of Incorporation, the Constitution and Bylaws and the mandates of the House of Delegates.
2. It shall have the authority to recall by two-thirds (2/3) majority vote any officer, committee chairman or committee it has appointed.
3. It shall have the authority to establish rules and regulations consistent with these Bylaws to govern its policies, procedures and conduct.
4. It shall have the authority to direct the President to call a special session of the House of Delegates.
5. It shall have the authority to recommend the nomination, to the House of Delegates, candidates for honorary membership in the Association.
6. It shall have full discretionary authority to cause to be published in, or to be omitted from, any official publication of the Association any article in whole or in part, except the editorials written or approved by the Editor.
7. It shall have the authority to establish policies that are essential to the management of the Association.

Section 8. Duties: It shall be the responsibility of the Board of Trustees to:

1. Determine the time for convening each Annual Convention within the limits set forth in Chapter VI, Section 7, of these Bylaws.
2. Cause the bonding, by a reliable surety company, of any elected or appointed officer or employee of the Association entrusted with Association funds for whatever amount deemed necessary.
3. Cause all accounts of the Association to be audited annually by a reputable certified accountant.
4. Provide for the publication and distribution of all official publications of the Association.
5. Review the annual written reports of all standing and special committees of the Association and to make recommendations concerning such reports to the committees of the House of Delegates.
6. Submit an annual report to the House of Delegates concerning its activities.
7. Recommend to the House of Delegates nominees for life membership.
8. Select the place for the annual session of the House of Delegates, the annual scientific session and any possible public meetings.
9. Act as the judicial committee of the Association.
10. Perform such other duties as are prescribed by the Bylaws.
11. Abide by the guidelines and policies established within the National Dental Association Board of Trustees Manual.
12. Manage the Association in the interest of the membership and in relation to revenues for its operation.

13. Prepare and recommend a budget to the House of Delegates.

Section 9. Sessions:

1. Regular Sessions: There shall be four (4) regular sessions of the Board each year, two of which shall be:
 - A. During each annual convention.
 - B. During the first six (6) months of each calendar year.
2. Special Sessions: The Chairman of the Board may call Special Sessions of the Board at any time. He shall call such sessions on request of four (4) members of the Board, provided that due notice of any such session is given to each member of the Board at least ten (10) days in advance of the time scheduled for holding such session. No other business shall be considered except that provided in the call unless unanimous consent is obtained from the members present and voting.

Session 10. Quorum: A majority of the voting members of the Board of Trustees shall constitute a quorum for the transaction of business at any session.

Session 11. Officers:

1. Number and Title: The officers of the Board of Trustees shall be Chairman and Secretary.

In the absence of the Chairman, the office of Chairman shall be filled by the Vice-President, and in the event of the absence of the Vice-President, a voting member of the Board shall be elected to serve as Chairman pro tem.

2. Duties:

Chairman: The Chairman shall preside at all meetings of the Board. He may utilize the counsel and advice of a professional parliamentarian when a question of order arises. However, the decision of the Chairman shall be final unless an appeal prevails from such by a majority vote of the Trustees present and voting.

The Chairman is one of the three Trustees from his District and shall be elected by the Board of Trustees by secret ballot at the last calendar year meeting of the Board of Trustees and shall hold no other elective office. The Chairman must have served at least two years on the Board prior to election. The term of office will be one year beginning on January 1 of the following year with a maximum of two consecutive years as Chairman.

The Chairman shall appoint the Chairman and members of the committees of the Board of Trustees.

Secretary: The Secretary shall serve as the recording officer of the Board and as the custodian of its records. He shall utilize the service of a professional recorder for the purpose of obtaining a stenographic record of the proceedings of the Board and shall cause a factual record of such proceedings to be edited and published as the official transactions of the Board or an electronic device from

which a transcript can be derived to serve as a factual record of the proceedings of the Board. He shall serve as the reading clerk of the Board but may delegate an assistant to perform this duty.

Section 12. Committees: The Committees of the Board of Trustees shall be:

Nominating
Budget
Reference
Audit
Annual Convention
 A) Civil Rights
Publications
Policy Review
Personnel

Nominating Committee

The Chairman of the Nominating Committee shall be appointed by the Chairman of the Board of Trustees at the Transition Meeting of the year before the Mid Winter Meeting. The Chairman of the Nominating Committee shall publish an announcement of the process for nominations of officers of the organization, which will be held at the Mid Winter Meeting, by December 15th of the preceding year. The Chairman must receive the applications for certification by the end of the first week of January of the year of the Mid Winter Meeting.

It will be the responsibility of the committee to determine one candidate for each office, as is the process according to Robert's Rules of Order. The slate will be presented to the Board of Trustees for approval. The slate will then be presented to the House of Delegates followed by Nominations From the Floor, according to Robert's Rules of Order, for additional candidates.

Committee on Publications The duties of the Committee on Publications shall be to:

- A. Act as an advisory committee to the Journal Editor.
- B. Act with the Journal Editor in the selection of the Publisher.
- C. Determine with the Journal Editor the policy in regard to frequency of publication and distribution.
- D. Act with the Journal Editor in determination of the advertising policy of the publication.
- E. Assist the Editor in the procurement of articles for publication.

Committee on Policy Review Any and all public statements and actions by Association officers or representatives of the Association, made on behalf of and/or in the name of the Association, shall be made and taken only with the specific and expressed approval of the Executive Committee of the Association's Board of Trustees or full Board of Trustees.

Personnel Committee The Personnel Committee will function to evaluate the Executive Director's employment performance and make recommendations in that regard to the Board of Trustees. The Chairman of the Board of Trustees shall chair this committee. The committee shall consist of four members of the Association appointed by the Chairman with the approval of the Board, in addition to the Chairman. Two of those members shall be the Treasurer and the Speaker of the House of Delegates. The Chairman shall serve as the Executive Director's immediate supervisor and perform all evaluations that will be presented to the committee. This committee will make recommendations regarding contracts and other provisions to the Board of Trustees for its final approval.

CHAPTER VIII, EXECUTIVE COMMITTEE

Section 1. Composition: The Executive Committee of this Association shall consist of the elective officers namely the:

President
President-Elect
Vice-President
Secretary
Treasurer
Speaker of the House of Delegates
Immediate Past President, without voting privileges
Chairman of the Board of Trustees

Section 2. Authority The authorities of the Executive Committee shall be those authorities delegated to it by the Board of Trustees.

Section 3. Duties The duties of the Executive Committee shall be those duties delegated to it by the Board of Trustees. The Executive Committee will be responsible for the oversight of the ongoing business of the Association between Board of Trustees meetings and House of Delegate Sessions. Their actions are subject to review by the Board of Trustees.

Chapter IX, JOURNALS AND PUBLICATIONS

Section 1. Appointments The Editorial Board will be appointed by the Chairman of the Board of Trustees with the approval of the Board. The Editorial Board shall serve as an advisory Board for publications other than the Journal. The Chairman of the Editorial Board and the Journal Editor will be appointed by the Chairman of the Board with the approval of the Board of Trustees.

Section 2. Tenure The Chairman of the Editorial Board and the Journal Editor shall be appointed for one (1) year. They may be reappointed.

Section 3. Salary of Appointive Positions: The Board of Trustees shall determine the salary of each appointive position.

Section 4. Duties The duties of the Journal Editor shall be as follows:

The Journal Editor shall be the Editor-in-Chief of the official journal of the Association and, as such, shall exercise full editorial control over such publications, subject only to policies and procedures established by the House of Delegates or these Bylaws. He shall have the right to appoint his editorial associates with approval of the Board of Trustees; he shall be a member ex-officio of the Publications Committee. He shall perform such other duties as are prescribed by the Board of Trustees or these Bylaws.

CHAPTER X, STANDING COMMITTEE

Section 1. Number and Name: The standing committees of this Association shall be sixteen (13) in number:

Committee on Awards
Committee on Credentials
Committee on Constitution and Bylaws
Committee on Dental Education, Research and Professional Advancement
Committee on Public Health
Committee on Insurance
Committee on Legislation
Committee on Membership
Committee on National and International Relations
Committee on Scholarship Aid
Committee on Ethics
Committee on Dental Trade
Reference Committee

Section 2. Members, Nominations and Elections:

All committees, except as otherwise provided for in the Bylaws, shall be composed of five (5) members. It shall be the responsibility of the Speaker of the House of Delegates and the Chairman of each committee to fulfill this requirement.

1. Eligibility. Any member of the Association in good standing may serve on a Standing Committee and must maintain such membership during their term of office.
2. Term of Office. The term of office for each member of a committee shall be one year (1). The term shall begin at the end of the Annual Convention through the next Annual Convention. A member can serve on the committee as many terms as they desire. A member may be removed for inactivity by recommendation of the Chairman of the committee and its members with the approval of the Speaker of the House of Delegates.
3. Officers. One (1) member of each committee shall be appointed annually by the Speaker of the House of Delegates with the approval of the Board of Trustees to serve as Chairman and one (1) as Secretary.
4. Consultants and Advisers. Each committee shall have the authority to request the appointment or employment of consultants or advisors in conformity with the rules and regulations established by the Board of Trustees.
5. Vacancy. In the event of a vacancy in the membership of any committee, the

Speaker of the House of Delegates shall appoint a member of the Association possessing the same qualifications as established by these Bylaws for the previous member, to fill such vacancy for the remainder of the unexpired term. In the event such a vacancy involves the chairman of the committee, the Speaker of the House of Delegates shall have the power to appoint an interim chairman.

6. Quorum. A majority of the total number of members of any committee shall constitute a quorum for the transaction of business.

7. Expenses. The Association shall pay the expenses of each committee, provided that such expenses are incurred in conformity with rules and regulations of the Board of Trustees, and provided further that the committee budget, as approved by the House of Delegates, is sufficient to cover the payment of such expenses.

8. Common Duties of All Committees:

- a. Proposed Budget. Each committee shall submit in writing to the Board of Trustees a proposed itemized budget of anticipated expenditures for the ensuing fiscal year. Such budget shall be submitted at least sixty (60) days in advance of the Annual Convention to the Board of Trustees.
- b. Annual Report. Each committee shall submit through the Executive Director's office an annual written report to the House of Delegates and a copy thereof to the Board of Trustees at least sixty (60) days in advance of the Annual Convention.

Section 3. Duties of Committees:

1. Committee on Awards. The function of this committee shall be to:
 - A. Receive nominations for the annual awards of the Association, individual members, constituent societies or associations and component societies or associations.
 - B. Collect and investigate data in support of each nominee.
 - C. Evaluate the merits of each nominee and to submit to the Board of Trustees a nominee for each award given by the Association.
2. Committee on Credentials
 - A. Composition. A committee on Credentials, consisting of three (3) officially certified delegates, shall be appointed by the Speaker at least twenty (20) days in advance of each session. The Vice-Speaker shall be chair of this committee.
 - B. Duties. It shall be the duty of the Committee on Credentials to:
 1. determine and record the roll of the House each meeting and to report at the time provided in order of business
 2. conduct a hearing on any conflict which may arise over the certification of a delegate or alternate delegate and to report its recommendations to the House
3. Committee on Constitution and Bylaws. The Committee on Constitution and Bylaws shall examine the articles of the Constitution and Bylaws with a view to

suggest changes that will advance the administrative efficiency of this Association. This committee shall consider all proposed amendments and report its recommendations to the House of Delegates and the Board of Trustees. This committee shall act as the reference committee on Constitution and Bylaws during the annual session of the House of Delegates when in combined session.

4. Committee on Dental Education, Research and Professional Advancement. Two (2) members of this committee shall be dentists who are members of Dental School Faculties and who are active or life members of this Association. The two (2) faculty members shall not be from the same dental school faculty. The functions of this committee shall be to:

- A. Act as the agency for this Association in the investigation of pre-dental undergraduate, postgraduate and graduate dental education.
- B. Investigate and inform the Association membership regarding opportunities for internship and residence in hospitals and clinics.
- C. Investigate and inform the Association membership regarding graduate and postgraduate research and educational opportunities in areas of dentistry, the basic science and related fields.
- D. Investigate and inform the Association membership regarding the various specialty organizations in dentistry and the qualifications for membership therein.
- E. Act as a recruitment committee to interest high school students, college students and others in the study of dentistry as a life career.

5. Committee on Public Health. Its duties shall be to:

- A. Study, develop and recommend standards and policies for organized programs relating to the improvement of the dental health of the public.
- B. Assist the component societies and other agencies in the development of programs and policies related to the improvement of the dental health of the public.
- C. Develop opinions and recommendations on methods and practices relating to the dental health of the public for submission to the Board of Trustees for action in conformity with the policies of the House of Delegates.

6. Committee on Insurance. The duties of the Committee on Insurance shall be to consider the problem of insuring the members of this Association for their protection in any manner whatsoever and make recommendations regarding such plans to the Board of Trustees for action in conformity with policies adopted by the House of Delegates.

7. Committee on Legislation. The duties of the Committee on Legislation shall be to:

- A. Protect and further the interests of the public and the dental profession in matters of patents, legislation and regulations and to make recommendations of plans and methods to the Board of Trustees in conformity with policies approved by the House of Delegates.
- B. Disseminate information, which will assist the constituent societies in problems involving the enactment and enforcement of legislation affecting

- the dental health of the public or the practice of dentistry. At least one (1) member of the Committee shall reside in Washington, D.C.
- C. Inform and advise national and local representatives in formulating policies that affect the dental profession.
8. Committee on Membership. The duties of the Committee on Membership shall be to:
- A. Conduct a study of membership problems and formulate plans for maintenance and increasing the membership of this Association. Such plans shall be submitted to the Board of Trustees for action in conformity with policies adopted by the House of Delegates.
 - B. Act upon applications for active membership in the Association from applicants practicing in territories or dependencies of the United States where no constituent or component societies exist subject to review of these applications by the Board of Trustees.
 - C. Act upon all applications for affiliate membership in the Association subject to review by the Board of Trustees.
 - D. Keep a record of deceased members of the Association.
9. Committee on National and International Relations. The duties of the Committee on National and International Relations shall be to cooperate with dentists and dental groups in the United States and in countries other than the United States for the purpose of exchanging dental knowledge and information in conformity with policies adopted by the House of Delegates.
10. Committee on Scholarship Aid. This committee shall have the authority to investigate applicants for loan from the Association's special fund, created to help needy and worthy students in the nation's dental colleges, particularly at Howard Dental College and the Dental School of Meharry Medical College. Its recommendations shall be final.
11. Committee on Ethics. The duties of the Committee shall be to:
- A. Consider proposals for amending the Code of Ethics and to make recommendations regarding same to the House of Delegates and the Board of Trustees.
 - B. Provide advisory opinions regarding the interpretation of the Code of Ethics.
 - C. Consider appeals from members of the Association under sentence for censure, probation, suspension or expulsion by a constituent society and to hold hearings and render decisions thereon. In such instances, the accused member shall have transmitted to him a written copy of the charges brought against him together with a notice of the time and place of the hearing. Such notice shall be sent by registered letter addressed to his last known address and mailed not later than thirty (30) days prior to the day set for the hearing. Every decision which shall result in censure, probation, suspension or expulsion of a member shall be reduced to writing and shall contain a copy of the charges made against the accused member, a recital of the facts, the verdict rendered and the penalty imposed. Within ten (10) days of the day on which the decision is rendered a copy thereof shall be sent by registered mail

to the last known address of each of the following parties: The accused member, the secretary of the component society or association of which he is a member, the Chairman of the Committee on Ethics of this Association and the Secretary of this Association.

- D. Hold a hearing and render a decision in every case in which a member of this Association who is/is not a member of a constituent or component society is charged (a) with having been found guilty of a felony, (b) with having been found guilty of violating the dental practice act of a territory, dependency or country, or (c) with violating these Bylaws or the Code of Ethics of this Association.
- E. Hold hearings, and render decisions in disputes arising between constituent and component societies or associations. Such decisions of the committee shall be subject to appeal to the House of Delegates.
- F. The Ethics Committee shall present a report of its activities with recommendations for reprimand, dismissal (if in office), expulsion from the NDA, abstentions from holding office for a predetermined period or dismissal of case at the February Board Meeting or Annual Convention.

12. Reference Committee

- A. Composition. A reference committee, consisting of five (5) officially certified delegates, shall be appointed by the Speaker at least sixty (60) days in advance of each annual session of the House of Delegates, except that Committee on Constitution and Bylaws of the Association shall serve as the reference committee on Constitution and Bylaws of the House of Delegate.
- B. Duties. It shall be the duty of the reference committee to consider reports referred to it; to conduct open hearings and to report its recommendations to the House of Delegates.

Section 4. Privileges: Chairmen and members of committees who are not members of the House of Delegates shall have the right to present their reports in person to the House of Delegates and to participate in the debate thereon, but shall not have the right to vote.

CHAPTER XI, SPECIAL COMMITTEES

Section 1. Appointments and Terms: Special Committees of this Association may be created at any session of the House of Delegates or, when the House is not in session, by vote of the Board of Trustees, for the purpose of performing any duties not otherwise assigned by the Bylaws. Such special committees may serve until adjournment sine die of the next annual session of the House of Delegates. The authority for appointing the members of a special committee shall be set forth in the resolution creating such committee.

Section 2. Privilege: Chairman and members of special committees who are not members of the House of Delegates shall have the right to present their reports in person to the House of Delegates and to participate in the debate, but shall not have the right to vote.

CHAPTER XII, ELECTIONS

Section 1. Procedure: Elective officers shall be elected by the House of Delegates at the Annual Convention. Voting shall be by secret ballot. The Speaker of the House of Delegates shall provide facilities for voting after the District Caucus meetings on the Next To Last Day of the Annual Convention. The polls shall be open at least three (3) hours. The majority of the ballots cast shall elect. In the event that no candidate receives a majority of the votes cast on the first ballot, the two (2) candidates receiving the greatest number of votes shall be balloted upon again.

CHAPTER XIII, SCIENTIFIC AND JOINT MEETINGS

Section 1. Objectives: The scientific session of this Association is established to foster the presentation and discussion of subjects pertaining to the science and art of dentistry.

Section 2. Time and Location: One (1) scientific session of the Association shall be held annually at a location selected by the Board of Trustees. Such selection shall be made at least three (3) years in advance. The selected time and location for holding a session may be changed by three-fourths ($\frac{3}{4}$) affirmative vote of the members of the Board of Trustees, and such change shall be made at least sixty (60) days prior to the selection time for the session.

Specific dates for holding the scientific session shall be determined by the Board of Trustees at least three (3) years in advance.

Section 3. Management and General Arrangements: The Board of Trustees shall provide for the management of, and make all arrangements for each scientific session not otherwise provided for in the Bylaws.

Section 4. Joint Meeting: There shall be at least one (1) and not more than two (2) Joint Meetings of the Board of Trustees and House of Delegates of this Association at each annual convention. The number shall be determined by the Speaker of the House of Delegates and the Chairman of the Board of Trustees. All informational reports should be presented at this joint meeting for the purpose of eliminating redundancy. Any reports requiring action by the House of Delegates or the Board of Trustees should be reserved for those meetings.

Section 5. Continuing Education: Each scientific session may consist of clinics and essays in any phase of dentistry. Clinics and essays may be given in non-dental subjects of interest to the membership.

Section 6. Trade and Laboratory Exhibits: Products of the dental trade and laboratory and other products may be exhibited at each scientific session under the direction of the Convention Committee and in accordance with rules and regulations established by the body.

Section 7. Admission: Admission to meetings of the scientific sessions shall be limited to members of this Association who are in good standing and to others invited in accordance with rules and regulations established by the Board of Trustees.

CHAPTER XIV, ANNUAL SESSIONS

Annual sessions of the Association shall consist of the meetings of the House of Delegates, Board of Trustees, the meetings of the Scientific Session and the Joint Meetings of the Association, with such other activities as are provided by the Board of Trustees and the House of Delegates.

CHAPTER XV, PUBLICATIONS

Section 1. Official Journal:

- 1.Title. This Association shall publish or cause to be published an official journal under the title of the *NDA Journal*, hereinafter referred to as the Journal.
- 2.Objective. The objective of the Journal shall be to report, chronicle and evaluate activities of scientific and professional interest to members of the dental profession.
- 3.Frequency of Issue and Subscription Rate: The frequency of issue and the subscription rate of the Journal shall be determined by the editor and Committee on Journalism with the approval of the Board of Trustees.
- 4.Editor. The Editor of the Association shall be the Editor of the Journal.

CHAPTER XVI, DUES AND FINANCES

Section 1. Membership Dues:

Active Members The dues of active members shall be paid by December 31st of each year and no later than March 31st.

A member who has been inactive for one year or more may be reinstated by paying the current yearly dues.

Affiliate Members The dues of affiliate members shall be paid by December 31st of each year and no later than March 31st.

Constituent and Component Societies or Associations shall be considered in the class of active members. For the privileges maintaining and subsequent affiliation with the National Dental Association, and for the privilege of having their members elected as delegates to the annual convention and as trustees of this Association, each chartered society or association shall pay to the Association the amount of one active member each year the charter is held and the subsequent privileges are enjoyed.

Recent Graduates There will be no dues required of recent graduates until December 31st of the year following their graduation. The dues payable at that time will be for the next year and will be based on the dues schedule approved by the House of Delegates and Board of Trustees.

Student Members There will be no dues required of student members until they have concluded their program as described in Chapter I, Section 2.

Life and Honorary Members Life and honorary members shall be exempt from payment of dues. Life members will pay for subscription to the Journal.

Associate Members The dues of associate members shall be paid by December 31st of each year.

International Members International members shall pay dues by December 31st of each year and no later than March 31st.

Institutional Members Institutional members shall pay dues by December 31st of each year and no later than March 31st.

Section 2. Monies distributed and/or transferred for this organization shall require 2 signatures of authorization from the President, Treasurer, or Executive Director.

1. General Fund: The General Fund shall consist of all monies received other than those specifically allocated to other funds by these Bylaws. This fund shall be used for defraying all expenses incurred by this Association and, not otherwise provided for in these Bylaws.
2. Special Fund: Special funds may be created at any time by the Association for specific purposes only. These may be time limited or continuous.
3. Gifts: The Association may receive gifts from any reputable source for the purpose of promoting its activities in behalf of the public or the Association's activities.
4. Fiscal Year: The fiscal year of this Association shall begin on January 1st of each calendar year and end on December 31st of the same year.

CHAPTER XVII, INDEMNIFICATION OF OFFICERS AND HOUSE OF DELEGATES MEMBERS

The Association shall indemnify and hold harmless each trustee, each delegate and each officer now or hereafter serving the Association for and against any and all claims and liabilities to which he may be or become subject by reason of his now or hereafter being or having heretofore been a trustee, delegate and/or officer of the Association and/or by reason of his alleged acts or omission as a trustee, delegate and/or officer as aforesaid and shall reimburse each trustee and each officer of the Association for all legal and other expenses reasonably incurred by him in connection with defending against any such claims or liabilities, provided, however, that no trustee, delegate, or officer shall be indemnified against or be reimbursed for any expenses incurred in defending against claims or liability arising out of his own negligence or willful misconduct. The foregoing rights of trustees, delegates and officers shall not be exclusive of other rights to which they may be entitled lawfully.

CHAPTER XVIII, CODE OF ETHICS

Until such time as the Association shall adopt a Code of Ethics, the principles of ethics of the American Dental Association shall be the Code of Ethics of this Association.

CHAPTER XIX, MISCELLANEOUS MATTERS

- Section 1. Rules of Order:** In the absence of any provisions to the contrary in the Constitution and Bylaws of this Association, all general meetings of the Association and all meetings of the House of Delegates, of the Scientific Session and its sections, of all the councils and of all committees shall be governed by the Parliamentary rules and usage contained in the current edition of Robert's Rules of Order, Revised.
- Section 2. Public Statements and Commitments:** No memorial, resolution or opinions adopted as a position shall be issued in the name of the National Dental Association unless it is approved by the House of Delegates. The National Dental Association shall not be responsible for any statement or commitment made in its name without the prior approval of the House of Delegates or of the Board of Trustees.
- Section 3. Auxiliary Organizations:** The name National Dental Association may be used by auxiliary organizations upon the recommendations of the Board of Trustees and approval voted by three-fourth ($\frac{3}{4}$) of the members of the House of Delegates registered at any convention. Such auxiliary organizations shall be recognized as independent organizations that may continue to use the name National Dental Association and its derivatives as long as they are approved by the Board of Trustees.

The auxiliary organizations shall be the National Dental Association Foundation (NDAF), Student National Dental Association (SNDA), National Dental Hygienist's Association (NDHA), National Dental Assistants Association (NDAA), and the Auxiliary to the National Dental Association (ANDA).

Each organization shall provide to the Board of Trustees copies of Bylaws as revised, annual financial statements, annual reports, and minutes of meetings to provide the necessary materials and documents to fulfill its fiduciary responsibility for oversight of these organizations. Additional documents may be requested as needed by the Board and should be provided within the specified time in the request.

Section 4. Enactment: This Constitution and Bylaws shall render null and void all previous Constitutions and Bylaws and all resolutions not consistent with any provisions hereof and shall take effect immediately.

Section 5. Gender: Throughout these Bylaws, the words he, his, and the noun chairman are used in deference to gender to and shall imply either man or woman.

CHAPTER XX, AMENDMENTS

Procedure: These Bylaws may be amended by two-thirds (2/3) affirmative vote of the present and voting certified members of the House of Delegates, providing that the proposed Amendments have been presented in writing at any previous session of the House of Delegates. These Bylaws may also be amended at any session of the House of Delegates by a three-fourths (3/4) vote, providing the proposed Amendments have been presented in writing and read at a previous meeting of such session.

INDEX

CHAPTER I, MEMBERSHIP	1
Chapter II, Component (Local) Societies.....	4
CHAPTER III, CONSTITUENT (STATE OR SECTIONAL) SOCIETIES	6
CHAPTER VII, ELECTIVE OFFICERS.....	8
CHAPTER V, HOUSE OF DELEGATES.....	10
CHAPTER VI, BOARD OF TRUSTEES.....	14
CHAPTER X, EXECUTIVE COMMITTEE	19
CHAPTER IX, STANDING COMMITTEE.....	20
CHAPTER XI, SPECIAL COMMITTEES	24
CHAPTER XII, ELECTIONS	25
CHAPTER XIII, SCIENTIFIC AND GENERAL MEETINGS	25
CHAPTER XIV, ANNUAL SESSIONS	26
CHAPTER XV, PUBLICATIONS	26
Chapter XVI, Dues and Finances.....	26
CHAPTER XVII, INDEMNIFICATION OF OFFICERS AND HOUSE OF DELEGATES MEMBERS	28
CHAPTER XVIII, CODE OF ETHICS	28
CHAPTER XIX, MISCELLANEOUS MATTERS	28
CHAPTER XX, AMENDMENTS	29

History of NDA

The National Dental Association (NDA) had its earliest beginnings in 1900, when approximately 200 practitioners felt they needed a professional organization. In November of that year, a small group met and formed the Washington Society of colored Dentists in the District of Columbia. The name was changed in 1907 to the Robert T. Freeman Dental Society, in honor of the first Black dental college graduate. Although the seeds were sown in 1900 for a professional organization, it was Dr. D. A. Ferguson of Richmond, Virginia, who began propagating the urgency of a national organization Black dentists. After convincing many other professional colleagues of this need, the National Association of Colored Dentists was formed on May 1, 1901, at Howard University College of Dentistry. This new organization met annually for five years, but eventually failed to sustain enough interested to continue meeting.

In 1913, under the leadership of Dr. Ferguson, a nucleus group of 29 progressive men from Virginia, Maryland, and the District of Columbia came together to form a new organization, the Tri-State Dental Association. By 1918, the Association included memberships from 14 states.

This growth reflected and warranted a wider program, one national in scope. The Tri-State Dental Association was reorganized in 1918 into the Interstate Dental Association and, by 1923, 21 states were represented at its annual meeting. From 1923 to 1931, the influence of the Interstate Dental Association reached local communities and dental groups with the concept of a "national idea". The Commonwealth Dental Society of New Jersey organized in 1927 and became affiliated with the Interstate Dental Association in 1928. In July 1932, Commonwealth sent a delegation to Interstate's annual meeting held at Howard University College of Dentistry. The purpose of this meeting was to invite the Interstate Dental Association to Commonwealth's annual meeting in Bordentown, New Jersey, specifically to form a national organization. This invitation was accepted and in 1932, the Interstate Dental Association became the National Dental Association.

In assuming the responsibilities of the national organization, the Association embarked upon an intensive program to increase membership and perfect its organizational structure. A new constitution defined the relationship of the constituent societies to the national organization. In addition, scientific sessions, standing and special committees, and an official journal were developed.

For 86 years, the NDA has been a national forum for minority dentists and a leader in advancing their rights within the dental profession, the armed services, the government, and the private sector. Through scholarships and support programs, the NDA promotes dentistry as a viable profession.

NDA goals and commitments are shared by its auxiliary organizations, namely the Auxiliary to the NDA, the National Dental Assistants Association, the National Dental Hygienists' Association and the Student National Dental Organization. Together, these groups compose a membership of more than 7,000 strong, representing all 50 states and several countries abroad.

The NDA is comprised of forty-eight state and local chapters throughout the U.S. and Caribbean. Representing over 6,000 Black dentists, and 30 million Black Americans, it is currently expanding its membership to include oral health care professionals in Africa, Canada, Saudi Arabia, South America, and Latin America. It is also the parent organization of the Student National Dental Association, National Dental Hygienists Association, National Dental Assistants Association and Auxiliary National Dental Association.